

Northbourne Park School

Fire Safety, Procedures and Risk Assessment Policy

Author	Issue date	Review date	Purpose	Scope	Agreed by
Bursar	August 2020	August 2021	Safeguarding	All Staff	F & GP

Fire Safety

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Northbourne Park School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the Fire Safety Officer

The Bursar is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors, Health and Safety Committee, Headmaster and Bursar.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear verbal and or written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Sports Hall for the Main School and the Church Hall for the Old Rectory. During the Covid -19 pandemic (2020-2021) class bubbles must be adhered to where possible and bubbles grouped for registration at a distance of at least 2 meters.

3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you were safe to do so.
4. If the alarm sounds at either the Prep School or the Pre-Prep a member of staff will call the Emergency Services immediately.
5. Teaching staff should be aware of specific needs of any pupils, and where necessary accompany them to the muster point.
6. Take the register of your class as soon as you reach the assembly point.
7. If anyone is missing, immediately report it to the Fire Safety Officer / Headmaster who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear.
9. All students, staff and visitors must wash their hands/use hand sanitiser on returning to the building.

Fire Safety Procedures

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Northbourne Park School by the Headmaster. We show new staff where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire. The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of his or her own, or anyone else's safety. We offer fire awareness INSET training at the start of the academic year in September, including the basic use of fire extinguishers. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire Brigade

The Pre-Prep School Office is manned weekdays, term time only between 8.30 am and 4.00 pm. The Prep School Office is manned term time weekdays between 8.00 am and 5.30 pm and non-exeat Saturdays between 8.00 am and 3.30 pm. During the school holidays the Prep School office is manned between 9.00 am and 3.00 pm. The office is not manned from Christmas Eve to New Year's Day (inclusive). The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the main Entrance Hall by the front door. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Headmaster and one of the Maintenance Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They all have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The School Administrator will make all visitors aware of the emergency evacuation procedures (see above) and ensure that they are given clear directions to the Sports Hall. When large numbers of visitors are at the school

for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff, where appropriate. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the muster point. The Bursar will review the evacuation procedures in the light of new pupils at the start of every academic year.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Safety Officer. It is the responsibility of the Fire Safety Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building

Responsibilities of Fire Marshals

We have at least one trained Fire Marshal in every building and boarding house. Fire Marshals are generally members of the non-teaching staff, such as Matrons, Technicians, Maintenance and Administrative staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshals. All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals receive regular refresher training.

Fire Practices

We hold one fire practice every term at Northbourne Park School. We also practice a night time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at Northbourne Park School:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in every class and as needed on other areas as advised by the Fire Safety Consultant.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- Emergency exits are illuminated by emergency lighting where necessary.
- The master panel for the alarm system is located in the Entrance Hall by the front door and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)

- Alarms sound in all parts of the main building apart from the Girl's Boarding House. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Main music room
 - All staff are responsible for keeping fire routes and exits clear at all times and are reminded regularly by the Bursar.
 - The Maintenance team are responsible for unlocking the buildings in the morning, checking that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
 - Testing fire alarms weekly and emergency lights (and recording all tests and defects). This is the responsibility of the Maintenance Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Three monthly professional check on fire detection and warning equipment.
 - A quarterly service of alarms, smoke detectors, smoke control systems.
 - Plans showing the location of electricity shut off points are displayed on the Fire Floor plan.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place.
- The teaching staff check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept with the maintenance manager.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's Office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from main buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Letting or Hiring the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures. A Security Officer is always on call when the school is let or hired for an outside function or event.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms, corridors, stairs, kitchens, laboratories, workshops etc. Northbourne Park School has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Northbourne Park School's fire risk assessments are available for all staff to read, together with this document in the Bursar's Office. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.